



## JOB DESCRIPTION

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<b>Job Title</b>	Conservation Projects Manager, Historic Chapels Trust
<b>Team</b>	Conservation
<b>Location</b>	Home based
<b>Reports to</b>	Head of Conservation
<b>Salary</b>	£33,927 per annum
<b>Duration</b>	Fixed Term to 31 March 2025
<b>Normal Working Hours</b>	Full time – 36 hours net per week

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The Churches Conservation Trust (CCT) is the national charity caring for 357 historic churches at risk. CCT has an international award-winning reputation in heritage conservation and regeneration. For this reason CCT has been contracted to deliver a programme of work for Historic Chapels Trust.

Historic Chapels Trust (HCT) owns and cares for 20 of the most significant Nonconformist and Catholic chapels no longer in regular use by their congregations, all listed at Grade I and Grade II\*. In the current climate post-Covid HCT's priority is now to find a long-term sustainable future for these exceptional heritage assets.

Supported by Historic England HCT will enter into a partnership with CCT. CCT will manage HCT's assets by repairing them, setting up a maintenance programme, and dealing with insurance and utilities during the term of the partnership.

Key to the project is a programme of c. £2m of urgent repairs to the chapels which are most at risk - this will make the chapels more attractive to potential new owners; this programme of work has been funded by the National Heritage Memorial Fund (NHMF) through their Cultural Assets Fund (CAF).

### **Overall job purpose**

The Conservation Projects Manager HCT will deliver the agreed urgent repair projects at a number of HCT chapels.

They will also oversee the development and delivery of the maintenance programme for all 20 chapels and day to day management of these assets. The detail of this part of the project will be delivered by an Estate Officer, HCT, yet to be recruited.

### **Key relationships**

Reporting to the Head of Conservation, the post holder will have regular contact with Finance Officer HCT, the Director of Conservation, and Chair, Historic Chapels Trust.

The post holder will also line manage the Estate Officer, Historic Chapels Trust

## **Key duties and responsibilities**

### **a) Project Management**

The post holder will lead on the development and delivery of prioritised urgent repair projects at chapels that have been agreed with HCT Trustees and funders.

- Tender, appoint and manage the professional team as necessary for each chapel where repairs are scheduled
- Agree the priorities and scope of repairs at each chapel, the specification for work, and make on site decisions as the client
- Provide reports on progress of individual projects and overall programme delivery, on individual project and overall repair budgets
- Ensure high standards of work and effective use of public money are maintained by effective monitoring of work by consultants and contractors
- Provide technical advice on historic building repair to the local chapel committees and volunteers groups, and HCT Trustees.

### **b) Planning and Management**

- Provide line management and support to the Estate Officer
- Oversee and support as required the Estate Officer in the delivery of the Historic Chapel maintenance programme, and asset management and compliance matters
- Manage the overall CAF programme and budget obtaining authorisation from HCT Trustees as required
- Provide programme reports and make claims to the funders as required
- Ensure adherence to current policies and procedures including, but not limited to, conservation, health and safety, NHMF procurement rules and financial management
- Contribute to the development of CCT policies, strategies and quality standards

### **c) Communications**

The post holder will support and promote CCT's reputation for high quality conservation and will:

- Establish and maintain professional networks within similar organisations, planning authorities, local suppliers and communities and other bodies as appropriate
- Attend and participate in national CCT activities to develop and promote conservation standards
- Attend national CCT and project meetings as required
- Participate and contribute to the work of the Conservation team as required
- Maintain up to date awareness of relevant developments in the building and heritage sectors
- Identify and contribute to the HCT communications plan by providing information as required

**N.B.** This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

### **Additional information:**

#### **Lone working**

This role involves regular lone working. We have lone working procedures in place to support all staff undertaking lone working.

## Driving licence

This role involves regular travel to sites that are not always accessible by public transport. Therefore, the successful candidate will need to have a clean driving licence. You do not need access to a car as we can provide access to hire vehicles.

## Regular travel

This role involves regular travel across the region and nationally. You will be expected to use public transport as far as possible.

## Working at heights

This role involves climbing scaffolding and ladders therefore you'll need to be comfortable working at heights.

## Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

## Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

## Person Specification: Conservation Projects Manager

	Essential Criteria	How this will be assessed
1	An appropriate professional qualification or education to degree level in an associated discipline	A
2	Experience in the field of historic buildings or specialist knowledge of conservation	A
3	Effective project management skills with sound judgement and good analytical skills	A, I, P
4	Sound financial management skills and experience of working within tight financial control	A, I, P
5	The ability to manage a heavy workload, capable of working in a small team with flexibility to shift workloads and projects	A, I, P
6	Good IT skills and the ability to be administratively self-sufficient	A

7	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	A, I, P
8	Strong written, oral and presentation/ communication skills and the ability to write and present clearly and concisely	A, I, P
9	Experience of managing staff	A, I

	Desirable Criteria	How this will be assessed
1	An understanding of NLHF/NMHF reporting requirements	A, I

### Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

### Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

### Employee benefits

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

## How to apply

If you would like to apply for this role, please click **here** where you will be directed to our online recruitment system. You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **9am on Monday 22 August 2022**.

Interviews will be held on **Wednesday 14 September 2022** in our **National Office, London**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk).